



The Monroe County Human Resources Office is now  
accepting applications for the following position:

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**6 BUILDING MAINTENANCE MECHANIC – MONROE COUNTY  
CORRECTIONAL FACILITY**  
\$21.43/hour | Full-Time (40 hours/week)

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*Current County employees interested in this position must submit a bid sheet and resume to the Human Resources Office.*

**Notice:** Employment with the County is contingent upon the successful completion and submission of a Criminal Background Check (<http://epatch.state.pa.us>), to be obtained at the candidate's expense prior to the start date. Additional position-specific clearances may be required.

**POSTED:** 04/13/2026

**REMOVE:** OPEN UNTIL FILLED

## MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

### CLASSIFICATION TITLE: BUILDING MAINTENANCE TECHNICIAN/MCCF (BUILDING MAINTENANCE MECHANIC)

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#### PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform skilled, semi-skilled, and manual work functions associated with overseeing inmates on related work details involving maintenance and repair of correctional facility buildings, grounds, equipment, and related systems.

#### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Monitors/supervises inmate work crews assigned to building maintenance work detail; organizes and prioritizes work; determines best match of duties to each inmate; assigns work and instructs inmates on proper work techniques; monitors status of work in progress and inspects completed work; troubleshoots problem situation.

Monitors activities and behavior of inmates on a continual basis; enforces facility rules, regulations, and procedures; assists in maintaining security while working.

Evaluates safety and security of work areas prior to commencement of work; utilizes precautionary safety equipment and monitors work environment during projects to ensure safety of employees, inmates, and other individuals.

Procures tools, equipment, and machinery required for assigned work projects; oversees inmate operation of equipment, machinery, and tools.

Supervises and/or performs a variety of skilled, semi-skilled, and manual work functions involving heating and air conditioning, electrical, plumbing, carpentry, mechanical, painting, masonry, flooring, construction, grounds keeping, and general repair projects.

Supervises and/or performs various heating/air conditioning repair tasks, which may include monitoring equipment operations, setting HVAC system parameters, servicing/maintaining heating, ventilation and air conditioning systems, repairing/maintaining heat pumps, repairing boilers, maintaining/repairing circulating pumps, repairing chillers, cleaning condenser coils, and cleaning/replacing filters.

Supervises and/or performs various plumbing repair tasks, which may include installing/repairing plumbing fixtures, determining/repairing plumbing leaks, monitoring/maintaining water tower, and clearing water/sewer lines and drains; assembles, installs and repairs pipes, fittings, and fixtures of heating, water, and drainage systems according to specifications and building codes.

Supervises and/or performs various electrical/electronic repair tasks, which may include troubleshooting electrical problems, installing/repairing electrical circuits, installing electrical receptacles and switches, replacing breakers, wiring electrical devices, cleaning high voltage electrical switchgear, and replacing light bulbs and ballasts; measures, cut, bends, threads, assembles, and/or installs electrical conduit; plans new/modified installation to minimize waste of materials, provide access for future maintenance, and avoid hazardous and unreliable wiring consistent with specifications and local electrical codes; plans layout, installation, and repair of electrical wiring, fixtures, apparatus, and control equipment.

Supervises and/or performs various grounds keeping tasks, which may include cutting grass/weeds, edging landscaped areas, planting shrubs, cutting shrubs or tree limbs, repairing asphalt/gravel roadways, maintaining/repairing athletic fields, spreading fertilizer/seed, applying pesticides, sweeping/raking ground areas, and picking up debris/litter; builds, maintains, and oversees county-owned athletic fields and grounds at prison, sewage treatment plant, or other locations.

Supervises and/or performs various general construction/maintenance tasks, which may include installing floor/tile, repairing roofs, painting/refinishing interior/exterior surfaces, building/repairing furniture and training equipment, repairing concrete, building/repairing sidewalks, welding/fabricating metal components, installing/repairing fences, repairing pneumatic tube systems, and repairing fire/alarm/security systems/equipment.

Performs various general/manual work tasks associated with department projects, which may include installing appliances and equipment, starting up and shutting down equipment, installing/repairing locks/hardware, mixing/dispensing chemicals, climbing ladders, reading meters, digging holes/ditches, shoveling snow, and lifting/moving heavy materials.

Operates a variety of machinery, equipment, and tools associated with building maintenance projects, which may include a utility vehicle, dump truck, backhoe, front end loader, plow, air conditioner, heater, air handling unit, chiller, boiler, cooling tower, generator, water heater, pump, air compressor, drill, drill press, torch, tractor, lawn mower, weedeater, gauges, meters, carpentry tools, painting tools, plumbing tools, electrician tools, power tools, mechanical tools, and diagnostic instruments.

Tests machinery and equipment for proper operations; detects hazards and makes adjustments, repairs or replacements as appropriate.

Transports, loads and unloads various equipment and materials used in projects.

Performs general maintenance tasks necessary to keep machinery, equipment and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, replacing parts, greasing equipment, calibrating equipment, washing/cleaning equipment, and cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Monitors inventory levels of parts, equipment, tools, or supplies; initiates orders for new or replacement materials; approves new products and equipment; writes specifications for new equipment.

Represents the county in all projects awarded to outside contractors dealing with the prison; coordinates, schedules, and supervises services provided by outside contractors; negotiates service contracts.

Reads and interprets construction plans, equipment specifications, maps, diagrams, blueprints, building/electrical codes, and federal/state/local codes which govern institutions.

Prepares or completes various forms, correspondence, reports, logs, time sheets, incident reports, purchase requests, work records, sketches, and other documents.

Receives various forms, reports, work orders, invoices, packing slips, inmate time sheets, system reports, architectural drawings, diagrams, meter readings, manuals, reference materials, catalogs, policies, procedures, or other documentation; reviews, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes energy management or other software programs.

Communicates with supervisor, employees, inmates, other departments, correctional facility personnel, architects, engineers, consultants, vendors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

## **ADDITIONAL FUNCTIONS**

Assists security staff during security emergencies or unusual situations.

Assists with laundry or custodial tasks as needed; provides assistance or coverage to other employees as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by vocational/technical training in building maintenance trades, plumbing, or electrical repair; supplemented by three (3) years previous experience and/or training involving building maintenance trades, plumbing, or electrical repair; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Pennsylvania driver's license.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of the equipment, machinery, and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.